

Temporary Parking Permit Request Form

Please return completed form to SUPD via interoffice mail Attn: Karina Bordas, via email to kbarr@shepherd.edu, or in person during business hours.

Employee Name _____

Department _____ Extension _____

Visitor Information

Name _____

Address _____

Vehicle Make _____ Vehicle Model _____

License Plate Number _____ State _____

Purpose of Visit

Length of Stay ____ / ____ / ____ to ____ / ____ / ____

Parking Pass Delivery Preference (check one): _____ interoffice mail _____ pick up at SUPD

*All temporary parking pass requests must be made no less than **2 business days prior** to visitor arrival. Passes can be sent via interoffice mail or picked up in office during business hours.*

Forms must be complete for processing.

Passes are to be hung from the rearview mirror of the vehicle facing out and parked in the indicated area.

If a visitor fails to register his vehicle he may receive a parking citation.